



June 2007

## **Information Request Questions: Financial – Estates**

1. Identify the person(s) answering these questions.
2. Identify all the personal representatives and executors of the Estate of \_\_\_\_\_ ("the Estate") and the period during which each one served in that capacity.
3. Provide copies of the following tax returns for the Estate:
  - Federal Form 706.
  - [state, e.g., MA] Inheritance Tax Return.
  - Federal Forms 1041 and the Massachusetts Fiduciary Income Tax Returns.
  - Federal Forms 1040 filed by the decedents for the three years prior to date of death and Federal Forms 709 filed by the decedents and spouses during their lifetimes.
4. Identify and provide copies of all documents related to the creation of the Estate.
5. Identify and provide copies of all records and documents showing the amount and basis of assets initially included in the Estate.
6. Identify and provide copies of all financial statements, including accompanying footnotes, for the Estate.
7. Identify and provide copies of all probate filings in any state for the Estate.
8. Identify and provide copies of all filings for the Estate with the Internal Revenue Service.
9.
  - a. List all bank accounts for the Estate, including the name of the banks, addresses, and account numbers.
  - b. State whether you have copies of any or all bank statements, deposit slips, and canceled checks for these accounts.
10. Identify and provide copies of all documents showing receipts and expenditures, assets and liabilities, profits and losses, distributions of corpus and income (including the name and social security numbers of beneficiaries), and all other records used for recording the Estate's financial affairs.
11. Identify and provide copies of all documents showing agreements between the Estate and other persons.
12. Identify and provide copies of all documents reflecting accounting decisions related to accounting income and allocations between income and corpus for the Estate.
13. Identify and provide copies of all documents related to investments by the Estate, including but not limited to real estate, notes, and stocks, and to their subsequent disposition.
14. Identify and provide copies of all documents regarding any life insurance owned by or payable to the Estate including but not limited to:
  - Name, address and social security number of the insured.
  - Name and address of insurance company.

- Policy number and face amount of insurance policy.
  - Beneficiaries.
15. Identify and provide copies of all documents showing transactions between the Estate, its executors and personal representatives, and beneficiaries.
  16. Identify and provide copies of all documents related to in-kind distributions from the Estate, including but not limited to:
    - Fair market value.
    - Basis of property to beneficiaries.
    - Gain or loss on in-kind distributions.
  17. Identify and provide copies of all documents showing who performed the accounting functions and prepared journals, work papers, and the related financial statements and tax returns for the Estate.
  18. If you have reason to believe that there may be persons able to provide a more detailed or complete response to any of these questions or who may be able to provide additional responsive documents, identify such persons and the additional information or documents that they may have.